

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND MISSION
DIRECTIVE 701**

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HEADQUARTERS AIR MOBILITY COMMAND

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This mission directive implements policy guidance in AFI 38-101, *Air Force Organization*, and AFI 10-101, *Format and Content of Mission Directives*. It defines the organizations and missions of HQ AMC, Scott AFB IL. It does not apply to the Air National Guard (ANG) or the United States Reserve Command (AFRC).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Mission: Provides airlift, air refueling, special air mission, and aeromedical evacuation (AE) for United States forces. Also supplies forces to theater commands to support wartime tasking.

2. Headquarters' Staff:

2.1. Commander (CC): Responsible to the Secretary of the Air Force (SECAF) and the Chief of Staff of the Air Force (CSAF). Exercises command, including the administration, discipline, internal organization, training, equipping, and sustaining of assigned forces. As the Air Force (AF) Component Commander, United States Transportation Command (USTRANSCOM), exercises operational control of airlift, air refueling, and other Air Mobility Command (AMC) forces assigned to USTRANSCOM. Maintains forces in a constant state of readiness to meet the tasked wartime requirements for support of all Department of Defense (DoD) agencies. Dual-hatted as Commander in Chief, USTRANSCOM.

2.2. Vice Commander (CV): Assists AMC/CC in performance of duties and responsibilities. In AMC/CC's absence, acts as the Commander in matters affecting the command.

2.3. Command Section Executive Support (CCEE): Responsible for implementing Command Section policy and guidance for the AMC staff governing the preparation and processing of correspon-

dence and is the focal point for receiving, dispatching, routing, and maintaining central file repository for all correspondence.

2.4. Command Scheduling (CCES): Schedules CV day-to-day activities as they interface with field commanders, AMC and USTRANSCOM staffs, executive and legislative officials, and local, state, and federal authorities. Coordinates throughout the AMC staff to ensure command-directed briefings are scheduled to meet command section suspenses. Creates and maintains intermediate calendars. Resolves scheduling conflicts. Ensures quality read-ahead products are furnished for upcoming meetings with AMC/CC.

2.5. Senior Enlisted Advisor (CCC): The Senior Enlisted Advisor serves as the principal advisor to the commander and the headquarters staff on matters of health, welfare, morale, and the proper utilization of enlisted personnel within the command. Serves as the functional manager for first sergeants in AMC.

2.6. Reserve Affairs (RE): Serves as full-time advisors to AMC/CC and AMC staff on Air National Guard/Air Force Reserve Command (ANG)/(AFRC) matters. Maintains liaison and promotes close working relationships between HQ AMC and HQ ANG/AFRC. Assists and provides counsel to staff members in formulating and implementing policies, programs, and directives pertaining to ANG/AFRC forces gained by AMC on mobilization. Ensures command and staff awareness of AMC responsibilities for the inspection, training, and combat readiness of ANG/AFRC forces. Establishes working relationship with key personnel of HQ AMC and monitors operational capability and limiting factors of AMC-gained ANG/AFRC units.

2.7. Headquarters Squadron Section (CCQ): Supports the commander of AMC and exercises command jurisdiction over all assigned enlisted personnel. Initiates, reviews, and acts on investigations and inquiries involving assigned personnel. Executes AF programs and policy for assigned personnel in administration, personnel, and training.

2.8. Protocol (CCP): Office of primary responsibility for visits, ceremonies, and social functions hosted by Command Section general officers. Coordinates with AMC staff to ensure visitor itineraries, billeting, transportation, and security needs are arranged. Organizes or assists as necessary with all ceremonies related to change of command, retirement, promotion, and awards when Command Section general officers are involved. Responsible for reserving facilities and entertainment, menu planning, invitations, programs, seating, master of ceremony assignments, and billeting procedures for Command Section-hosted social events. Assists the AMC staff and AMC subordinate organizations with protocol advice as necessary.

2.9. Commander's Action Group (CCX): Professional staff group reporting directly to the Commander, AMC. Assists AMC senior leadership in formulating command policy on air mobility issues. Acts as interface with Air, Joint, SECAF, Office of the Secretary of Defense, and USTRANSCOM staffs. Provides information for speeches and congressional testimony. Conducts research analysis on various air mobility doctrine, concepts, planning, and Total Force issues.

2.10. Civil Engineer (CE): Responsible for AMC CE activities including force readiness; base development; design, construction, operations, and maintenance of facility/utility systems; housing; and environmental programs. Provides policy and support to the people and missions of AMC's 12 air mobility wings, to include over 4,400 CE personnel managing AMC's \$18.2B physical plant at 25 CONUS and overseas en route locations.

2.11. Operations (DO): Lead staff for DoD air refueling and military/civil airlift systems--includes training, evaluation, command and control, Single Integrated Operational Plan (SIOP)/Operational Plan development, AE, special operations, tactics, aerial ports, weather, airfield management, and Presidential airlift. Formulates policy to execute Presidential/SECDEF plans for use of national mobility assets during war, crisis, and Joint Chief of Staff exercises to support unified CINCs.

2.12. Personnel (DP): Provides major command (MAJCOM) direction/policy for over 100 personnel programs supporting AMC operations at all worldwide locations. Responsible for education, training, promotions, recognition, retention, separations, officer/enlisted assignments and professional development, quality force, military equal opportunity, civilian personnel, family support, and personnel plans and readiness for worldwide deployments impacting AMC bases.

2.13. Director of Staff (DS): Responsible for cross-functional staff issues and the planning and execution of Commander and Vice Commander sponsored conferences and visits. Presents the AMC Command Briefing to civic organizations and training and officer candidate programs. Provides the headquarters with state-of-the-art conference and briefing facilities. Maintains all Headquarters' AMC facilities. Divisions include the Global Reach Planning Center, Command Presentations, and Facilities Management Office. Oversees activities of the Command Historian's Office.

2.14. Comptroller (FM): Responsible to the Commander of AMC for the budgeting and financial execution of operational requirements for all appropriated funds; budgeting and administration of the airlift portion of the Transportation Working Capital Fund; cost and economic analyses; providing analysis of nonappropriated funds (NAFs) financial activity; and analysis of financial data as a basis for management and operational decisions. Administers accounting and finance staff activities as prescribed by HQ USAF and ensures field compliance with DoD policies and public laws. Maintains liaison with Defense Finance and Accounting Service to ensure proper disbursement and collection of funds.

2.15. Chaplain (HC): Enables commanders and Chaplain Service personnel to provide and promote opportunities for the free exercise of religion for all the people of AMC. Ensures a fully mission capable force committed to ethical leadership and spiritual care, ready to respond to any contingency worldwide. Establishes policy and provide technical assistance under the guidance of HQ USAF/HC and AMC/CC.

2.16. Inspector General (IG): Directs development and implementation of processes to assess and improve the wartime readiness posture and peacetime performance of all AMC active duty and AMC-gained units. This is accomplished through Expeditionary Operational Readiness Inspections, En Route Readiness Inspections, Nuclear Surety Inspections, and SIOP inspections and by ensuring fair and equal treatment of personnel through our Inquiries and Complaints program.

2.17. Intelligence (IN): Delivers tailored mobility-focused intelligence to HQ AMC, Tanker Airlift Control Center, and 97 Active and AMC-gained Guard/Reserve units. Integrates intelligence into air mobility operations, plans, and exercises. Manages intelligence resources, manpower, and budget. Directs systems planning, deployment, and sustainment. Chairs AMC's Threat Working Group program for force protection of air mobility assets.

2.18. Staff Judge Advocate (JA): Provides professional legal counsel and legal services to AMC/CC and headquarters staff to facilitate DoD airlift and refueling and all other command missions. Ensures command activities are conducted in effective compliance with applicable laws; minimizes legal

impediments to command missions; and defends against legal challenges. Provides professional oversight of legal services delivery throughout the command.

2.19. Logistics (LG): Advises the commander on all aspects of logistics policies and plans for maintenance engineering, facilities, contracting, supply, motor vehicles, logistics planning, automated data processing programs, weapon system configuration and control, and resource management. Directs planning, programming, financial management and oversight of contractor logistics support, depot level reparables, fuel, contract engineering, and depot purchased equipment maintenance programs. Develops concepts and manages logistics support for all AMC missions in peacetime and contingencies including 24-hour a day recovery support for nonmission capable aircraft. Negotiates and consummates interservice support agreements between the airlift services and military departments.

2.20. Public Affairs (PA): Provides trusted counsel to the AMC commander and senior staff on public matters affecting the mission. Provides two-way communication tools to strengthen morale and readiness. Works with communities and media to maintain public trust and support. Develops information strategies to achieve global influence and deterrence while maintaining national security. Provides ready PA forces across the spectrum of conflict.

2.21. Communications and Information (SC): Provides integrated, responsive and reliable communications and information globally. Provides services and policies for managing information as a strategic resource for optimum customer support. Through the AMC Computer Systems Squadron, provides command, control, communications and computer support to USTRANSCOM, AMC, and worldwide aerial ports as well as operation of AMC's Network Operations and Security Center.

2.22. Safety (SE): Analyzes trends to establish mishap reduction objectives, develops mishap prevention policy, and identifies opportunities for improvement. Manages command safety training and education and awards program and is the safety focal point and consultant responsive to AMC organizations and other agencies.

2.23. Security Forces (SF): Advises the AMC Commander on Antiterrorism and Force Protection and provides the physical protection of nuclear weapons during distant logistics movement, air base defense, installation security, police services, administrative security, and combat arms marksmanship and training activities. Manages AMC SF Expeditionary Aerospace Force deployments. Provides fly-away security and protection of Global Reach Laydown personnel and resources for day-to-day and contingency operations supporting AMC's Global Reach mission.

2.24. Surgeon (SG): Ensures maximum operational health support and combat support capability in AMC's 12 community-based medical treatment facilities and the worldwide AE system while supervising and monitoring their peacetime health care service. AMC has a \$796 million budget with assets in excess of \$1.5 billion; approximately 8,000 medical personnel provide care for over 498,000 beneficiaries.

2.25. Services (SV): Maintains HQ AMC functions in support of AMC's global reach mission. Directs planning, programming, and financial oversight and promotes improved productivity by providing activities promoting physical fitness, unit and community cohesion, family well-being, and quality of life for 77,000 military/civilian employees and 110,000 family members. Oversees 600 activities which generate \$95M in NAF revenues annually. Directs the command's mortuary affairs and mass fatality management programs. Manages AMC Services Aerospace Expeditionary Force deployments.

2.26. Test and Evaluation (TE): Develops policy and plans resources required for execution of AMC's operational test and evaluation (OT&E) program. Manages tests of strategic, direct delivery, tanker, and special mission airlift aircraft and command and control, electronic warfare systems; aircraft subsystems; and tactics development for Global Reach. Sole test tasking authority for field test agencies. Command single point of contact for all test issues.

2.27. Plans and Programs (XP): Provides staff supervision over tanker and airlift concepts, budget strategies, manpower and organization, competitive sourcing, strategic planning and metrics, programs and policy, operations planning analysis, airlift and tanker doctrine, intergovernmental agreements, and congressional interests, and acts as single manager for the command's validated acquisition programs.

3. Command . HQ AMC is a MAJCOM reporting to the CSAF.

4. Organizational Changes. Requests to change the organizational structures of the HQ AMC must be made according to AFI 38-101 and HQ AMC/XP/XPM policy guidance. Requests must be approved by the HQ AMC two digit and submitted, with justification, with proposed mission statements and organizational charts, to HQ AMC/XP or XPM for staffing and approval.

ARTHUR J. LICHTER, Major General, USAF
Director of Plans and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

AFPD 10-1, *Mission Directives*

AFI 38-101, *Air Force Organization*

Abbreviations and Acronyms

ANG—Air National Guard

AFR—Air Force Reserves

AE—Aeromedical Evacuation

SECAF—Secretary of the Air Force

CSAF—Chief of Staff of the Air Force

AF—Air Force

USTRANSCOM—United States Transportation Command

AMC—Air Mobility Command

DoD—Department of Defense

MAJCOM—Major Command

NAFs—Nonappropriated Funds